

Job Title: CIVIL ENGINEER IV - SENIOR SQUAD ENGINEER - IPR#46298

Agency : Department of Transportation

Closing Date/Time: 06/12/2023

Salary: \$5,920 - \$9,230 Monthly

Job Type: Salaried Full Time

County: Lee

Number of Vacancies: 2

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Senior Squad Engineer.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for supervising the activities of engineers and technicians engaged in the preparation of design reports, plans, and specifications for various highway improvement projects and serves as Project Manager for larger, more complex in-house and consultant prepared projects.

Subordinate Staff: 4-10 Direct

Number of In-House Projects: 5-50 Annually (\$2-\$100 million)

Projects by Consultants: 1-10 Annually (Fee Value \$1-\$15 million)

This position reports to the Project Engineer. Both civil engineering and engineering technician subordinate personal report to this position, as well as additional subordinates in the winter months, temporary personnel, and coop students. Performance and/or discipline issues will be referred to the Project Engineer for further consideration.

The incumbent of this position performs in an environment of fluctuating and accelerated deadlines where priorities can change daily. This person also performs in an area that is sensitive to errors which could result in inaccuracies in plan preparation and/or cost estimating. Such errors could adversely impact the department's ability to meet scheduled letting dates or other deadlines. The information compiled by this position must be sufficiently documented in the individual project reports to obtain design approval. To accomplish the accountabilities of this position, the incumbent must possess a thorough knowledge of highway design principles, state and district design standards and plan preparation guidelines as well as an understanding of programming functions, land acquisition processes, materials, construction, and traffic operations. A working knowledge of computer aided drafting and design guidelines (including 3D CADD) is desirable.

Typical problems that this position may need to resolve include the interpretation and implementation of design policies and procedures and assisting subordinates in managing workloads and changing priorities with the goal of developing highway designs that will provide a safe, efficient and cost-effective facilities with minimum adverse social and environmental impacts.

Functions performed by this position include guiding subordinates in researching, collecting and verification of information; layout and design of various roadway elements such as horizontal and vertical alignments; typical sections, drainage features, entrances, sidewalks, and auxiliary lanes; estimating quantities and costs; preparing and reviewing plan sheets; and developing special provisions and general notes. The incumbent is responsible for coordinating or supervising the coordination of public involvement activities. This includes organizing and carrying out public meetings including the necessary ancillary activities and coordinating other meetings with property owners as may be appropriate. In addition, this position is responsible for completing design reports and solving difficult engineering problems.

(Job Responsibilities continued)

This position also serves as a project manager in the preparation of complex, large sized in-house projects as well as consultant led projects and is responsible for negotiating agreements, management consultants and their project schedules, invoicing, consultant evaluations and other contract related activities and/or supervising his or her staff in these functions.

The greatest challenges of the position include guiding the preparation of design reports and plans that are complete and accurate and prioritizing his/her squad's workload so that established and accelerated deadlines for design approval and letting dates are met. The incumbent is responsible for the evaluation of his or her subordinate staff with guidance from the Project Engineer.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed department standards and specifications, including but not limited to the Bureau of Design and Environment Manual, the Standard Specifications for Road and Bridge Construction, the district Engineering Manual, state highway standards, department and district policies, the Computer Aided Design, Drafting, Modeling and Deliverables Manual, and state and federal regulations. Problems relating to alternative approaches to highway design and or deviation from the established scope of work or design policy should be referred to the Project Engineer for further consideration. The incumbent is required to advise the Project Engineer of final recommendations or decisions that may become publicly or ecologically controversial.

Internal contacts include all other sections within the Bureau of Program Development, as well as the Bureaus of Project Implementation and Operations for the purpose of obtaining or providing information relative to specific design projects. Principal contacts outside the department are local, county and state officials and agencies, the Bureaus of Design and Environment, Bridges and Structures, and the Federal Highway Administration (FHWA) representatives, and the general public affected by the proposed designs. Travel to attend seminars and training sessions may be required.

The effectiveness of the position can best be measured by the quality and quantity of work accomplished by the incumbent's squad and consulting engineers, and the clarity, completeness and accuracy of reports, plans and quantities.

Principal Accountabilities

1. Prepares project reports and plans to ensure the proper design of various roadway improvement projects.
2. Accountable for the team's accurate preparation of project reports and contract plans that meet required standards and specifications within the prescribed timeframe.
3. Responsible for instructing and coordinating the work of subordinate staff members on project report and plan preparation, and department procedures.
4. Responsible for supervising coordination with internal departments and outside agencies and engineering consultants including the preparation of meeting goals, agendas and exhibits to be used for project related meetings
5. Completes other duties or special assignments in support of the overall mission of the Studies and Plans Unit as assigned by the Project Engineer and within the agreed upon time frame.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

Qualifications

Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Four years of experience in civil engineering
- Valid driver's license.

Position Desirables

- Ten years of experience in the preparation of design reports and in designing and preparing plans and specifications for highway improvement projects.
- Four years of experience in mentoring peers including but not limited to engineering or technician trainees, temporary personnel (winter assignment) or coops.
- Ability to supervise a staff of engineers and technicians in the development of design reports and contract plans.
- Ability to maintain cooperative relationships with departmental and industry staff.
- Strong oral and/or written communication skills.

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 819 Depot Ave Dixon, IL 61021-3546

Office: Office of Highways Project Implementation/Region 2/District 2/Bureau of Program Development

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Leadership & Management; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com